

## 2015-16 District Consultation Form for Use with Nonpublic Schools

### General guidance for districts:

- The primary purpose of the annual consultations is to discuss the needs of the nonpublic schools.
- Please use this Consultation Form to document that the required consultations were held and update it to include any additional consultations throughout the year. Provide a copy of this form to the nonpublic schools following each consultation.
- Consultations should occur in the Spring or Summer (and no later than the end of Aug.) so that services to nonpublic school students will begin at the start of the next school year and with sufficient time to receive and consider bids if competitive contracting will occur or to get board approval on purchases.
- The district is responsible for expending the nonpublic school's full allocations to the extent possible. The nonpublic schools should be notified by the district well in advance of the end of the school year of any funds that are not likely to be spent in the current year. The nonpublic school administrator can then make decisions about the use of the remaining funds with sufficient advance notice to use them effectively.

### District Information

Name of district

Central Office Address *(number and street, city, state, and ZIP code)*

Name of district chief school administrator

Name of district chief school administrator's designee present at consultation, if applicable

Telephone number  
(    )

E-mail address

Name of nonpublic schools coordinator

Title

Telephone number  
(    )

E-mail address

### Nonpublic School Information

Name of school

School grade levels

School address *(number and street, city, state, and ZIP code)*

Name of nonpublic school administrator

Telephone number  
(    )

E-mail address

Name of main contact individual

Title

Telephone number  
(    )

E-mail address

For School Year 2015-16								
State Program with Link to Guidance	Additional Consultation Requirements	Amount of Funds Allocated by NJDOE	Service Provider	Start Date for Services or Product Delivery	How position will be filled in the event of a long-term absence or leave	Consultation dates	Initials/signature <i>District designee:</i> <i>Nonpublic designee:</i>	
<a href="#"><u>Nursing Program</u></a>	<p>By Oct. 1, verification of consultation (see p. 6) required to the Executive County Superintendent plus a copy to the administrator of the nonpublic school(s) with:</p> <ul style="list-style-type: none"> <li>➤ basic health services to be provided</li> <li>➤ supplies and equipment to be provided</li> <li>➤ If applicable, criteria to be used in the contracting process</li> </ul> <p>As of Nov. 2014, districts are required to consult with appropriate nonpublic school representatives, including parents, prior to any change in the provision of nursing services.</p>	<p>Total: \$</p> <p>District administrative fee (max. 6%): \$</p>						

State Program with Link to Guidance	Additional Consultation Requirements	Amount of Funds Allocated by NJDOE	Service Provider	Start Date for Services or Product Delivery	How position will be filled in the event of a long-term absence or leave	Consultation dates	Initials/signature	
							District designee:	Nonpublic designee:
<a href="#"><u>Chapters 192 &amp; 193</u></a>	Prior to any change in the provision of services, the board shall provide timely and meaningful consultation with appropriate nonpublic school representatives, including parents.	Total: \$  District administrative fee (max. 6%): \$ Facilities rental (max 18%): \$						
➤ <b>Chapter 192</b> Compensatory education	See above							
➤ <b>Chapter 192</b> ESL	See above							
➤ <b>Chapter 192</b> Home instruction	See above							

State Program with Link to Guidance	Additional Consultation Requirements	Amount of Funds Allocated by NJDOE	Service Providers	Start Date for Services or Product Delivery	How position will be filled in the event of a long-term absence or leave	Consultation dates	Initials/signature	
							<i>District designee:</i>	<i>Nonpublic designee:</i>
➤ <b>Chapter 193</b> <i>Examination/Classification</i>	<i>See above</i>							
➤ <b>Chapter 193</b> <i>Supplementary instruction</i>	<i>See above</i>							
➤ <b>Chapter 193</b> <i>Speech Correction</i>	<i>See above</i>							

State Program with Link to Guidance	Additional Consultation Requirements	Amount of Funds Allocated by NJDOE	Service Providers	Start Date for Services or Product Delivery	How position will be filled in the event of a long-term absence or leave	Consultation dates	Initials/signature <i>District designee: Nonpublic designee:</i>	
<a href="#">Textbooks</a>	None	Total: \$			Not applicable			
<a href="#">Technology</a> ➤ <a href="#">Guidelines for Administering the New Jersey Nonpublic Technology Initiative Program</a> ➤ <a href="#">Allowable and Non-Allowable Expenditures</a> ➤ <a href="#">Timelines</a> ➤ <a href="#">Technical Assistance</a>	By Oct. 31, verification of <a href="#">consultation</a> (see p. 7) required to the Executive County Superintendent plus a copy to the administrator of the nonpublic school(s), with: ➤ A statement verifying that the required conference with the nonpublic school administrator was held by Oct 1 and verifying the timeline of board meeting to approve purchases, ordering and implementation ➤ A copy of the agreement between the board of education and the nonpublic school and the minutes of the board of education meeting at which the agreement was approved that describes how the technology and/or services will be provided to the nonpublic school ➤ An assurance that the public school will not reimburse the nonpublic school directly included on the agreement	Total: \$  District administrative fee (max. 5%): \$			Not applicable			

## ANNUAL NURSING CONSULTATION REQUIREMENTS AND FORM

According to NJ Education Statute [N.J.S.A 18A:40-23 to 31](#) and NJ Administrative Code [N.J.A.C. 6A:16-2.5\(j\)](#):

The district chief school administrator or his or her designee must meet annually with the nonpublic school administrator for the following purposes:

- To advise the nonpublic school of the amount of funds allocated to the nonpublic school by the NJDOE for health services;
- To agree on the basic health services to be provided;
- To assure that in the event that the chief school administrator or designee and the nonpublic school administrator cannot reach agreement regarding the health services to be provided, the county office of education shall provide assistance;
- To assure that each nonpublic school that receives nursing services has a copy of the statute (N.J.S.A. 18A:40-23 to 31) and the code (6A:16-2.5)<sup>1</sup>;
- To assure that a description of the nursing services provided to the nonpublic school is reflected in the district's Nursing Services Plan

**As of November 2014, school districts are required to consult with appropriate nonpublic school representatives, including parents, prior to any change in the provision of nursing services.**

<b><i>Additional Nursing Elements Discussed During Consultation</i></b> <i>(The designees from the district and nonpublic school should initial next to each topic to indicate that it has been discussed)</i>	<b><i>District Designee</i></b> <b><i>Initials/signature</i></b>	<b><i>Nonpublic School</i></b> <b><i>Designee</i></b> <b><i>Initials/signature</i></b>
1. <i>Basic health services to be provided:</i> A. B. C. D. E.		
2. <i>Additional health services to be provided:</i> A. B. C.		
3. <i>Supplies and equipment to be provided:</i> A. B. C.		
4. <i>If applicable, list criteria to be used in the contracting process for nursing service (the public school district should consider the needs and requests of the nonpublic school, including requesting the nurse who will provide services):</i>		

<sup>1</sup> The statute and code can be found on the NJDOE website: <http://www.state.nj.us/education/code/>

A.		
B.		
C.		
D.		
E.		
5. Reasons for a change in the provision of nursing services:		

<b><i>Additional Technology Topics Discussed and Agreed on During Consultation</i></b> <i>(The designees from the district and nonpublic school should initial next to each topic to indicate that it has been discussed)</i>	<b><i>District Designee</i></b> <b><i>Initials/signature</i></b>	<b><i>Nonpublic School</i></b> <b><i>Designee</i></b> <b><i>Initials/signature</i></b>
1. The technology to be provided to the nonpublic school within the limit of the funds that are available for the nonpublic school.		
2. The date when the board of education will meet to approve how the technology and/or services will be provided to the nonpublic school. (The board meeting should occur and the technology approved before October 31.)  A. Board meeting date for purchase approval (prior to October 31):  B. Date when district places purchase orders:  C. Date when services begin/technology arrives:  D: Date when nonpublic school will begin implementation:		